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JUNE 1962

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SUPPORT BULLETIN

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PURPOSE

The Support Bulletin, published periodically, is designed to keep headquarters and field personnel informed on administrative, personnel, and support matters. The Support Bulletin is not directive in nature but rather attempts to present items which, in general, are of interest to all personnel and, in particular, of interest to those employees occupying various support positions. Suggestions and constructive criticism from both headquarters and field personnel are encouraged.

NOTE: — This bulletin is *for information only*. It does not constitute authority for action and is in no way a substitute for regulatory material.

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THE PRESIDENT'S GOALS FOR "LEAN, FIT, EFFICIENT" FEDERAL ESTABLISHMENT IN 1962

The following is quoted from a statement by President Kennedy in the Civil Service Journal:

Our first year of partnership in the hard tasks and decisions of Government has been, in my view, a most productive one.

When I called, at the very outset of my administration, for initiative, responsibility and energy in serving the public interest, the response from the career service was enthusiastic and eager. Federal career managers and employees have proved in the past 12 months that they are not wedded to static methods, that they welcome constructive change, and that they can contribute in full measure to the reshaping of our organizations and processes in the interest of greater effectiveness.

Much has already been accomplished and many things are in the process of change as we move toward the lean, fit and efficient establishment which I have set as a goal. Some management objectives I would like to stress for the coming year are these:

1. All possible economy of operation, consistent with the effective discharge of proper Governmental responsibilities.

2. Better coordinated utilization of Government resources on an interagency basis at every level.

3. Continued efforts to draw forth the best ideas, energies, and performance of all those engaged in Government work through effective manpower utilization and employee-management cooperation.

4. A continued and intensified search for quality in personnel recruitment and assignment, aided by strict application of the principle of equal employment opportunity in Government service.

Today our concern with man's environment ranges from the ocean floor to the stars. Since there are virtually no limits to the physical dimensions of the tasks set for us, we must identify and unshackle limitless creativity in the Government's career service. In every phase of Government operations we must be certain that we provide today's solution to today's problem.

Let me express my personal appreciation to the men and women of the Government's career work force as one eventful year ends and we enter upon a new year of challenge and opportunity. This . . . 79th anniversary of the career civil service is a most appropriate time for rededication to the basic values which characterize the best traditions of that service.

EXTENSION OF TIME LIMIT FOR RECREDIT OF SICK LEAVE AFTER A BREAK IN SERVICE

The Civil Service Commission has issued new regulations regarding recredit of sick leave following a break in Government service. Previously, recredit of sick leave was allowed after a one-year break. The Commission has now increased this to three years.

The new regulations have no effect on persons who were reemployed before 9 January 1962. However, those employed on or after that date will have restored to their credit sick leave balances from periods of Government service which ended not more than three years before their reemployment dates.

The extension to three years, in addition to applying to regular reemployment, applies to persons who left Government service to enter the military and who are restored to civilian service not more than three years after separation from active military duty. It also applies to employees who transfer to positions in the Government service under a different leave system to which they cannot transfer sick leave, provided they return within the prescribed time to a position within the leave system under which the sick leave was earned.

A revision of Organization leave regulations is now being prepared to include these new provisions.

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QUESTIONS AND ANSWERS ON CIVIL SERVICE RETIREMENT

Crediting of Civilian Service:

Q. *Must the service involved be consecutive, or may separate periods of service be counted?*

A. All service is creditable, regardless of breaks in employment.

Q. *What is considered a break in service?*

A. Any period of separation which is more than 3 calendar days.

Q. *May credit be allowed for service for which no retirement deductions were taken?*

A. Yes, provided the employee became a member of the retirement system after such service was performed.

Q. *Is deposit required to obtain credit for periods of service for which no retirement deductions were taken?*

A. Deposit is required in order to receive the maximum annuity, but not to receive time credit. Full credit in counting total service is allowed for all civilian service with or without deposit.

Q. *How is the annuity affected if the deposit is not made?*

A. The annuity is reduced by one-tenth of the amount due as deposit. For example if a retiring employee has an unpaid deposit which amounts to $500, his annuity would be reduced by one-tenth of $500 or $50.

Q. *Is it to the employee's advantage to make the deposit?*

A. This question cannot be answered by a simple "Yes" or "No." There are good reasons for making it, and there are good reasons for not making it. The same arguments, however, do not necessarily apply in each individual case. It is a personal matter which each employee must decide for himself, just as he would in making any other investment of his money for the future benefit of himself and his family. Here are some facts that should help an employee to make the right decision: (a) If the deposit is made, the retiring employee, and any of his survivors who may qualify for annuity after his death, will receive the maximum rates payable based on his total years of service. However, if the deposit is small enough, it is possible that it will provide no increase at all because of the requirement that the final monthly rate be adjusted to the nearest dollar. For example, a deposit of $500 will give the retiring employee an increase in round figures of only $4 a month. A surviving widow's annuity will be increased by only $2 a month. A deposit amounting to $60 or less will, in many instances, result in no increase in the final annuity of a retiring employee. (b) The amount paid in as a deposit becomes a part of the employee's retirement account. If the employee dies in service and there are no qualified survivors entitled to annuity, the entire amount credited to his account is payable to the designated beneficiary or next of kin. However, the deposit is frozen in the retirement fund and may not be withdrawn by him unless he is separated and can meet the requirements for payment of refund. (c) The value of a deposit as an investment depends on the number of years over which annuity will be paid. In other words, it depends on the length of life after annuity begins. While the span of life is an unknown factor, experience indicates that the average employee who retires for reasons other than disability has an expectancy of life as follows:

Age	Life Expectancy	
	Men	Women
	Years	*Years*
55	20	25
60	17	21
62	15	19
65	13	17
70	11	14

The actual amount of a deposit made at retirement will be returned to the annuitant in 10 years. Thus, in the average case, the retired employee will live long enough to get his investment back in the form of the increased annuity, and he will continue to benefit from this increase for the remainder of his

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life. Also, upon his death, any survivors entitled to annuity will receive the benefit of the deposit in the increased annuity. However, making the deposit can be a losing proposition. This is possible because (1) A deposit becomes part of the employee's retirement account. (2) All annuity payments are charged against this account. It now takes an average of about 2 years of annuity payments to a retired employee to exhaust his account. (3) If all annuity payments terminate before the account is exhausted, the balance of the account is payable in a lump sum. (4) It takes 10 years for the retired employee to get back the amount of his deposit in the form of increased annuity payments. (5) The deposit is a losing investment if all annuity terminates after the retirement account is exhausted but before the amount of the deposit has been returned as increased annuity. (d) The longer the payment is delayed the higher the amount will be because of the running of interest. However, if the deposit is not made until time of retirement, the employee will have had the use of his money during the interim. (e) Deposit for all noncontributory service after 31 July 1920, must be completed before any voluntary contributions may be made. This may make it advantageous for an employee to complete his deposit in order to be accorded this privilege. However, the employee may decide that making the deposit is a high price to pay for the voluntary-contribution privilege.

Q. *Under what conditions may credit be allowed for service for which an employee has received a refund of deductions?*

A. Such service may be credited in determining length of service for the purpose of computation of annuity only if the redeposit is made. It may, however, be used in determining the "high-5" average salary even if the redeposit is not made. It is also used, even though the redeposit is not made, in determining whether an employee has sufficient service to make him eligible for retirement.

Q. *How is the amount of the redeposit determined?*

A. The redeposit is made up of the exact amount refunded plus interest at the rate of 4 percent to 31 December 1947, and 3 percent thereafter, compounded annually. No interest is charged for periods of separation that began before 1 October 1956.

Q. *Is it to the employee's advantage to make redeposit?*

A. Generally, yes. Usually a redeposit should be made because otherwise the employee will receive no credit at all in the computation of his annuity for the time covered by the refund. In case the employee retires on account of disability and is entitled to the 40 percent guaranteed minimum annuity, failure to make the redeposit would not affect the retiring employee's annuity; similarly, the survivor annuity payable to a child would not be affected.

Q. *Does the date of payment affect the amount of the redeposit?*

A. Yes, just as it does in the case of a deposit. The longer the payment is delayed the more it will cost, because of the running of interest. For example, if a redeposit amounted to $200 on 30 June 1957, and the employee does not make payment until 15 years later, the amount will have increased to $311.

Q. *May deposit or redeposit be made in installment payments?*

A. Payment may be made in a lump sum or, if the employee so desires, in installments of not less than $10 each. There are no specified intervals at which installment payments must be made but interest runs until payment has been completed.

Q. *If an employee does not wish to make a deposit or redeposit, may he elect to waive credit for the service?*

A. He has the option of eliminating any such complete period or periods of service for annuity computation purposes.

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Q. *May an employee make deposit or redeposit after his separation from service?*

A. Yes, if he has present or future annuity rights. Payments in such a case may be made at any time before his annuity claim is finally adjudicated.

Q. *In case of death of an employee, may a survivor entitled to annuity benefits make a deposit or redeposit?*

A. Yes.

Retirement Eligibility:

Q. *Must application for optional retirement be made before the employee is separated from the service?*

A. No. However, it is advisable to apply about 60 days in advance of the date scheduled for separation. This will help in receiving the first annuity check on time.

Q. *What constitutes "total disability"?*

A. Inability of the employee, because of disease or injury, to satisfactorily and efficiently perform his duties or the duties of a similar position. It need not be shown that the applicant is disabled for all kinds of work.

Q. *May disability annuity be based on any disease or injury?*

A. No. It may not be based on a disability of short duration, or on disability due to vicious habits, intemperance, or willful misconduct.

Q. *Must the injury or disease be incurred while on duty?*

A. No. If it is so incurred, however, the employee will have a choice between annuity under the Retirement Act and benefits under the Federal Employees' Compensation Act, and may choose whichever is to his advantage.

Q. *In case a disability annuitant recovers, what is his status?*

A. His annuity is continued temporarily (not to exceed 1 year) to give him an opportunity to find a position. If he is reemployed in the Government service within the year, annuity ceases from the date of reemployment. If he is not so reemployed, the annuity stops at the expiration of the one-year period.

Q. *What happens to a disability annuitant whose earning capacity is restored?*

A. Even if he remains totally disabled, an annuitant whose earning capacity is restored before he reaches age 60 will have his annuity discontinued. If earning capacity is restored, the annuity is continued temporarily (not to exceed 1 year). If he is reemployed in the Government service within the year, annuity ceases from the date of reemployment. If he is not so reemployed, the annuity stops at the expiration of the one-year period.

Types of Annuities:

Q. *Can an annuitant ever change the type of annuity he elected at retirement?*

A. No. A life annuity cannot be changed to name a survivor. If a person named as survivor annuitant should die before the retired employee, no change in election will be permitted, the annuity to the retired employee will not be increased, nor can he name any other person as survivor annuitant. For these reasons, a retiring employee should give careful consideration to the type of annuity he elects when he fills out his application for retirement.

Reemployment of Annuitants:

Q. *May an annuitant be reemployed in the Federal Government?*

A. Yes. He may be reemployed in any position for which he is qualified.

Q. *What effect will reemployment in the Federal Government have on annuity payments?*

A. That depends on several things: (a) If the annuitant's retirement was based on an involuntary separation (except for age retirement) which was not due to any fault of his own, his annuity will be either discontinued or withheld from his salary. (1) If the reemployment is subject to the Retirement Act, his annuity will be discontinued from date of reemployment and his future retirement rights will depend on the law in effect at the time he is separated from the reemployment. (2) If his reemployment is not subject to the Retirement Act, his annuity payments will continue without interruption but his salary

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during reemployment will be reduced by the amount of annuity he receives. (b) If the annuitant was retired for disability and is found before reaching age 60 to be recovered or restored to earning capacity, his annuity will be discontinued from date of reemployment. (1) If his reemployment is subject to the Retirement Act, his future retirement rights will depend on the law in effect at the time he is separated from the reemployment. (2) If his reemployment is not subject to the Retirement Act and the reemployment ceases within the one-year termination period applicable upon recovery or restoration, annuity will be resumed the day after reemployment ceases but only for the balance of the one-year period. (c) If (1) the annuitant's retirement was based on a voluntary separation or on an involuntary separation for cause, (2) the annuitant was retired for age, (3) he was a disability annuitant reemployed after reaching age 60, or (4) he was a disability annuitant not found recovered or restored to earning capacity and temporarily reemployed before reaching age 60, his annuity will continue without interruption but his salary during reemployment will be reduced by the amount of annuity he receives. Under certain conditions, the annuitant under (c) may, when he is separated from the reemployment, be eligible for a supplemental annuity based on the reemployment service or for a recomputation of annuity.

Death Benefits:

Q. *Is a child's survivor annuity payable in addition to the widow's (or widower's) annuity?*

A. Yes. For example, if a deceased employee is survived by a widow and 3 children, all of whom are eligible to receive survivor annuities, this benefit would be paid for all 4 survivors.

Q. *If a widow (or widower) dies, will the children's annuity be increased?*

A. Yes. If the children are still drawing annuity, their payments will be increased as though the employee had not been survived by a wife (or husband).

Q. *If the annuity to one child stops for any reason will the annuity to any remaining children be increased?*

A. When the annuity to any one child stops, the other children's annuities are recomputed as though the one child had never been eligible. In some cases this will increase the annuities to the other eligible children.

Q. *When a child's annuity stops, is the widow's (or widower's) annuity affected?*

A. No.

Q. *Under what conditions would a lump-sum benefit be payable immediately after the death of an employee?*

A. A lump-sum benefit is payable immediately if the deceased employee had less than 5 years of civilian service, or if he had completed 5 years but leaves no widow (or widower) or children who are eligible for a survivor annuity.

Q. *Of what does the immediate lump-sum benefit consist?*

A. The amount paid into the civil service retirement fund by the employee, plus any accrued interest.

Q. *May a lump-sum benefit be paid if the employee leaves a widow (or widower) or children who are eligible for a survivor annuity?*

A. No lump-sum benefit may be paid while the widow (or widower) or children are eligible for a survivor annuity. If when all the survivors' annuities have ended they have received in annuities an amount which totals less than the employee paid into the civil service retirement fund, plus any accrued interest, the difference would be payable as a lump-sum benefit.

Q. *Under what conditions would a lump-sum benefit be payable immediately after the death of an annuitant?*

A. A lump-sum death benefit consisting of the annuity accrued to date of death is generally payable immediately. Also, if the annuitant leaves no one who is eligible for a survivor annuity and then only if the amount of annuity paid out totaled less than the sum paid into the civil service retirement fund by

the annuitant, with any accrued interest, the difference will represent a balance payable as an immediate lump-sum death benefit.

Q. *May an employee or annuitant change or cancel his designation of beneficiary?*

A. Yes. Change or cancellation may be made by executing a new Standard Form 2808.

Q. *Must the husband name his wife as beneficiary on Standard Form 2808 in order that she may be awarded an annuity upon his death?*

A. No. The designation of beneficiary is for the lump-sum benefit only. It has no effect on the widow's right to survivor annuity.

Refunds:

Q. *May an employee who is eligible to retire on an immediate annuity choose to receive a refund rather than an annuity?*

A. No. He may not be paid a refund because his annuity is scheduled to begin less than 31 days after his separation or transfer.

Q. *May a former employee who is eligible for deferred retirement be paid a refund?*

A. Yes, if he files his application with the Civil Service Commission at least 31 days before annuity payments are scheduled to begin.

Q. *Of what does a refund consist?*

A. It consists of the deductions taken from the employee's salary, any deposits and redeposits paid by him, and interest if any is due. It may also include voluntary contributions.

Q. *May the employing agency's retirement contributions be refunded?*

A. No. The agency's contributions are to the retirement fund in general and are not credited to any individual employee.

Q. *How is application for refund made?*

A. Application must be filed on Standard Form 2802. If the employee has been separated for 30 days or less, the application should be filed through his last employing agency. If he has been separated for more than 30 days, it may be filed directly with the Civil Service Commission.

Miscellaneous:

Q. *Has the civil service salary deduction rate always been 6½ percent?*

A. No. The rate was 2½ percent from 1 August 1920 to 30 June 1926; 3½ percent from 1 July 1926 to 30 June 1942; 5 percent from 1 July 1942 to the day before the first pay period which began after 30 June 1948; 6 percent thereafter to the day before the first pay period in October 1956; and 6½ percent thereafter.

Q. *Does the receipt of military retired pay bar the crediting of military service?*

A. Yes. However, credit may be allowed if the retired pay is: (a) Based on a disability incurred in combat with an enemy of the United States or caused by an instrument of war and incurred in the line of duty; or (b) Granted under the provisions of Chapter 67, Title 10, U.S. Code (formerly Title III of Public Law 810, 80th Cong.).

Q. *May an employee withdraw his voluntary contributions account?*

A. Yes. An employee or separated employee may withdraw his voluntary contributions and accrued interest at any time before he retires and receives additional annuity. A separated employee, or one who has transferred to a position not under the retirement system, may withdraw his voluntary contributions only and leave his regular deductions in the retirement fund. This may be done by marking the application (Standard Form 2802) "Refund Voluntary-Contribution Account Only."

Q. *Can annuity, refund, or lump-sum death payments be attached in order to settle a judgment or other indebtedness?*

A. Such payments are not subject to attachment, levy, garnishment, or other legal process.

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Q. *Does this bar apply to an indebtedness due the United States?*

A. No. This is the one exception to the rule. Amounts payable to the employee in annuity or refund, or due as lump-sum death payment, may be used to settle a claim which the Government may have against the individual.

Q. *May an employee voluntarily assign his retirement deductions as security for a loan or other purpose?*

A. No.

Q. *May an employee borrow from the retirement fund?*

A. No.

Q. *Are annuity payments subject to Federal income tax?*

A. Yes, under rules prescribed by the Internal Revenue Service, Treasury Department. Information regarding the filing of the return and the computation of the tax may be secured from any office of a District Director of Internal Revenue.

Q. *May a person decline to accept all, or a part of, his civil service annuity?*

A. Yes.

Q. *How is this done?*

A. By signing a waiver and filing it with the Civil Service Commission. No special form is necessary. The annuitant merely states in writing how much of his annuity he waives.

Q. *May the waiver be revoked?*

A. Yes. It may be revoked in writing at any time but only with respect to future payments.

Q. *What recourse has an applicant under the Retirement Act if his claim is denied?*

A. The action by the Commission's Bureau of Retirement and Insurance is subject to review by the Board of Appeals and Review of the Commission. If his application is not approved, the applicant is fully informed of his right to appeal to the Board of Appeals and Review.

OPTIONAL VERSUS DISABILITY RETIREMENT

One out of every four disability retirement applications received by the Civil Service Commission could have been processed faster and without loss of benefits to the individual as an optional retirement, the Commission has announced.

The advantage to the retiring employee in seeking optional rather than disability retirement is one of timing. An optional retirement application can be approved promptly upon evidence that the individual has reached age 60 with 30 years of service, or age 62 with 12 years of service. (The minimum service requirement for optional retirement is 5 years, but 12 years is required for continuation of health and life insurance.) Approval of disability retirement requires the evaluation of medical data, often including one or more examinations, and may require extended deliberation.

The Civil Service Commission has asked that this information be brought to the attention of all employees so that those who may at some time have the choice of retiring either under the optional provisions of the retirement program or under the disability provisions can make an informed decision.

Under present laws and regulations, retirees under either of these conditions receive the same annuity, are subject to the same Federal income tax provisions, and enjoy the same benefits regarding the retention of Government-sponsored life and health insurance. (Exemption of a part of a disability annuity from income tax ceases when the individual attains the requirements for optional retirement.)

Approval of accrued or advanced sick leave pending retirement or waiver of repayment for an unliquidated leave advance at time of retirement are administrative determinations which do not depend upon whether or not the employee retires under the disability provisions. Approval of disability retirement is not conclusive evidence of total disability for other purposes since this term, as used in the Retirement Act, refers only to the inability of the individual to perform the duties of his position efficiently and without hazard to others.

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PROPOSED PAY RAISES

The President has submitted to the Congress a Federal pay reform program which would adjust the salaries of Government employees to make them comparable with salaries paid to persons in private industry. It would reform the major statutory salary systems of the Federal Government including the Classification Act and the Foreign Service Act, providing for pay adjustments over a three-year period beginning next January. The eventual cost would be over $1 billion annually.

In his special message to the Congress, the President said "The salaries for the services they [public servants] perform should be fixed under well-understood and objective standards, high enough to attract and retain competent personnel, sufficiently flexible to motivate initiative and industry, and comparable with the salaries received by their counterparts in private life. To pay more than this is to be unfair to the taxpayers—to pay less is to degrade the public service and endanger the national security."

He said it was his belief that this measure, if enacted, would constitute "the most important revision and reform in Federal personnel legislation in more than a decade."

The proposal has two principal features:

"(1) It establishes a sound, objective, and continuous standard for determining proper salary levels by following the concept of comparability—reasonable comparability with prevailing private enterprise salaries for the same levels of work insofar as this is possible, as determined from painstaking statistical surveys and careful job comparisons; and

"(2) It establishes realistic and appropriate salary relationships both within and among the several statutory salary systems and each of their grade levels, by following the principle of equal pay for equal work, with distinctions in pay consistent with distinctions in responsibility and performance."

Mr. Kennedy delayed increases for Cabinet members and most other executives until after their present terms expire in 1965, and he offered to cooperate with Congress to raise its own salaries as of next 1 January, the beginning of the 88th Congress.

Under the President's plan, the Bureau of Labor Statistics would continue to make a study of Federal and private salary rates each year and this information would be made available to Congress, thus opening the door to annual adjustments to Federal white-collar employees. The 670,000 blue-collar workers already have their salaries reviewed on an annual basis.

The plan provides an average increase of 10.5 percent for classifieds over three years. Dollar increases would vary greatly, from $120 in the starting rate of GS–1 to $6000 in GS–18.

Longevity increases for both classified and postal employees would be abolished but new steps would be added for postal workers in the first six levels. Both classified and postal employees would be given step-ups after a year's service in each of the first three steps; two-year waiting periods would be required for the next three step-ups, and three-year periods for the remaining steps.

CLASSIFIED — I

This is how classified employees would be treated under the first installment of the President's plan to be effective next 1 January:

GS–1 would be increased from $3185 to $3225, 1.1%, and it would have nine steps of $105 each with a $4170 ceiling.

GS–2, $3500–$3540, 1%, 9 steps of $105 to $4485;

GS–3, $3760–$3800, 1%, 9 steps of $105 to $4830;

GS–4, $4040–$4110, 4%, 9 steps of $140 to $5370;

GS–5, $4345–$4565, 3.6%, 9 steps of $105 to $5915.

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GS–6, $4830–$5035, 4.1%, 9 steps of $170 to $6565;

GS–7, $5355–$5540, 4.2%, 9 steps of $185 to $7205;

GS–8, $5885–$6090, 5.1%, 9 steps of $205 to $7935;

GS–9, $6435–$6675, 6.1%, 9 steps of $225 to $8700;

GS–10, $6995–$7290, 7.1%, 9 steps of $245 to $9495;

GS–11, $7560–$7960, 5%, 9 steps of $265 to $10,345.

GS–12, $8955–$9380, 6.1%, 9 steps of $315 to $12,215;

GS–13, $10,635–$10,965, 5.6%, 9 steps of $365 to $14,250;

GS–14, $12,210–$12,665, 7.3%, 9 steps of $425 to $16,490;

GS–15, $13,730–$14,495, 8.4%, 9 steps of $480 to $18,815.

GS–16, $15,225–$16,400, 12.5%, 6 steps of $545 to $19,670;

GS–17, $16,530–$18,350, 16.6%, 3 steps of $610 to $20,180; and flat amounts of $20,315, $22,245, and $23,000 to grades 18, 19, and 20 respectively. The grades 19 and 20 would be new and would cover salaries of bureau chiefs and a few other executives.

CLASSIFIED — II

On 1 January 1964, the classified service would have these salary ranges and cumulative percentage increases as follows:

GS–1, $3265–$4210, 2.3%.
GS–2, $3580–$4525, 2.1%.
GS–3, $3840–$4875, 2%.
GS–4, $4175–$5435, 5.5%.
GS–5, $4645–$6040, 5.6%.
GS–6, $5165–$6695, 6.6%.
GS–7, $5695–$7405, 7.1%
GS–8, $6285–$8175, 8.4%.
GS–9, $6925–$8995, 9.9%.
GS–10, $7585–$9880, 11.5%.
GS–11, $8325–$10,800, 9.7%.
GS–12, $9910–$12,880, 12%.
GS–13, $11,670–$15,180, 12.5%.
GS–14, $13,615–$17,710, 15.3%.
GS–15, $15,725–$20,450, 12.6%.
GS–16, $17,970–$21,570, 23.3%.
GS–17, $20,325–$22,350, 29.1%, and flat amounts of $22,740, $25,150 and $26,000 for GS–18, 19, and 20 respectively.

CLASSIFIED — III

When full reform is reached on 1 January 1965, the classified schedule would have these dollar ranges:

GS–1, $3305–$4250, 3.4%.
GS–2, $3620–$4565, 3.1%.
GS–3, $3880–$4900, 2.9%.
GS–4, $4215–$5475, 6.4%.
GS–5, $4690–$6130, 6.8%.
GS–6, $5235–$6810, 8.2%.
GS–7, $5795–$7550, 9.1%.
GS–8, $6420–$8355, 10.7%.
GS–9, $7095–$9210, 12.6%.
GS–10, $7800–$10,140, 14.6%.
GS–11, $8580–$11,145, 13.1%.
GS–12, $10,270–$13,375, 16.1%.
GS–13, $12,190–$15,835, 17.4%.
GS–14, $14,310–$18,585, 21.1%.
GS–15, $16,620–$21,615, 24.3%.
GS–16, $19,125–$22,935, 31.2%.
GS–17, $21,755–$23,930, 38.2% and flat salaries of $24,500, $27,290, and $28,000 for GS–18, 19, and 20 respectively.

A number of other pay proposals also have been introduced in the Congress. They range from other proposals to reform the Federal employee pay structure to relatively simple straight salary increases. While it is reasonably certain that the Congress will take some action in this session, it is as yet too early to predict what form the legislation will take. The Senate Committee on the Post Office and Civil Services has already held preliminary hearings on these proposals. Further hearings will be held by this Committee and the House counterpart.

Later Support Bulletins will contain further information on this legislation.

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EVIDENCE OF UNITED STATES CITIZENSHIP OF CHILDREN BORN OUTSIDE THE UNITED STATES

My son was born abroad; is he a citizen? What evidence do I need to prove he is a citizen? How do I go about obtaining this proof? What persons born outside the United States are citizens at birth? What are the conditions? What are the limitations? In response to these questions and many similar ones, we will outline below the who, why, what, when, where, and how to proceed if your child or children were born while you were serving at an overseas station.

The Immigration and Nationality Act, Public Law 414, 27 June 1952, states that the following persons born outside the United States are United States citizens at birth:

"A person born outside the United States and its outlying possessions of parents both of whom are citizens and one of whom has residence in the United States or one of its outlying possessions, prior to the birth of such person. (Section 301(a)(3))

"A person born outside the United States and its outlying possessions of parents one of whom is a citizen of the United States who has been physically present in the United States or one of its outlying possessions for a continuous period of one year prior to the birth of such person, and the other of whom is a national, but not a citizen of the United States. (Section 301(a)(4))

"A person born in an outlying possession of the United States of parents one of whom is a citizen of the United States who had been physically present in the United States or one of its outlying possessions for a continuous period of one year at any time prior to the birth of such person. (Section 301(a)(5))

"A person born outside the geographic limits of the United States and its outlying possessions of parents one of whom is an alien, and the other a citizen of the United States who, prior to the birth of such person, was physically present in the United States for a period or periods totaling not less than ten years, at least five of which were after attaining the age of fourteen years: Provided, that any periods of honorable service in the Armed Forces of the United States by such citizen parent may be included in computing the physical presence requirements of the paragraph. (Section 301(a)(7))

"Any person who is a national and citizen at birth under paragraph (7) of Subsection (a), shall lose his nationality and citizenship unless he shall come to the United States prior to attaining the age of twenty-three years and shall immediately following any such coming be continuously physically present in the United States for at least five years: Provided that such physical presence follows the attainment of fourteen years and precedes the age of twenty-eight years. (Section 301(a)(7)(b))"

Children born abroad who are United States citizens at birth under the above sections of the Immigration and Nationality Act may encounter some difficulty in producing documentary evidence of their citizenship for school enrollment, employment, or other reasons unless certain steps are taken by their parents. Such evidence may be obtained as described below:

1. As soon as possible after birth of the child, obtain a certificate of birth from the hospital or physician. (Have several copies made.)

2. Register the child at the nearest American consulate on Department of State Form FS–240. This form requires, in addition to other information, a record of the child's birth and evidence of U.S. citizenship of one or both parents. Proof of marriage of the parents will be required only if the child's mother is an alien.

3. After registering the child, the parents should request the consul to furnish them with a Certificate of Birth, Form FS–545. This certificate shows that the child's birth has been recorded by the Foreign Service, De-

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partment of State. The certificate, however, is not evidence that the child is a U.S. citizen, and the certificate does not so state. It will, however, serve for the purpose of obtaining a United States passport abroad for the child to enter the United States.

4. After entry of the child and its parents into the United States, in order to procure evidence of citizenship of the child through its parents (or parent) who are United States citizens (Section 341), the following is necessary:

The parents should obtain from the Immigration and Naturalization Service an Application for Citizenship, Form N–600. Return the completed application to the Immigration and Naturalization Service Office, with three photographs of the child, 2 x 2 inches, and copies of the following documents: Form FS–545, birth certificates of the parents, and marriage certificate. The Immigration and Naturalization Service will notify the parents when they should appear personally with the child before a Naturalization Examiner. The parents should take to the Examiner the originals of the documents of which copies were submitted to the Immigration and Naturalization Service with the application. If proof of U.S. citizenship of a parent is by a naturalization certificate, it is unlawful to make a copy of this document, and the certificate should be exhibited to the Naturalization Examiner at the time of the appointment.

Generally, a certificate of citizenship for the child is issued immediately after the Naturalization Examiner has approved the Application, Form N–600. If the parents wish, they may have the child's birth as a U.S. citizen recorded in their county court by showing the child's Certificate of U.S. Citizenship to the court clerk and requesting that the information thereon be recorded.

It is suggested that when Organization employees return to the United States with a child, or children, born abroad, they contact the Alien Affairs Staff, Office of Security, which has liaison with the Immigration and Naturalization Service, for advice in completing Form N–600, as well as for any other assistance in naturalization matters. The Alien Affairs Staff maintains a supply of Forms N–600 and other forms relating to immigration and naturalization matters.

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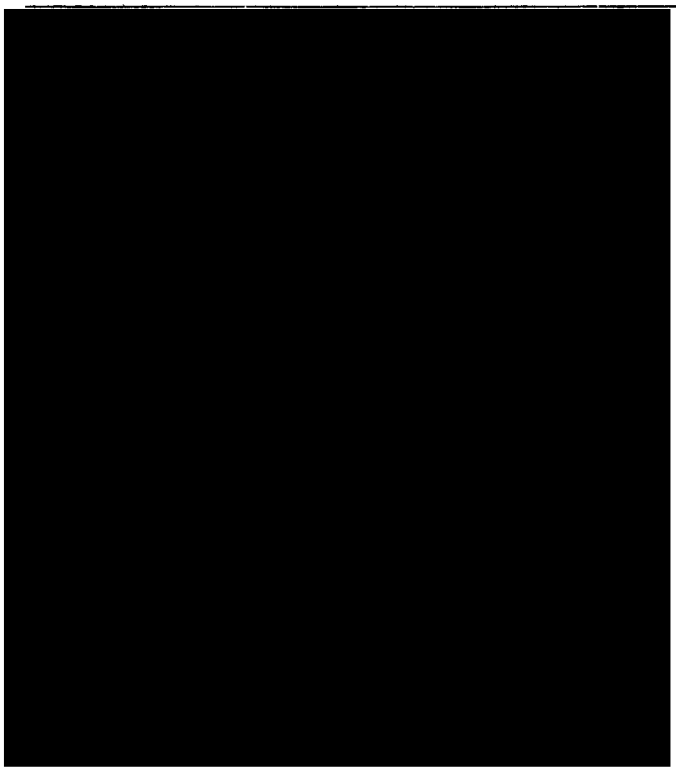

SELF-IMPROVEMENT PROGRAM OF ACADEMIC STUDIES INITIATED

Headquarters Building has become a college campus after hours, to the advantage of many employees who expressed interest in having the opportunity and the convenience of pursuing academic courses at the new location. This program of self-improvement was arranged by the Office of Training with officials of a local university and began in February, 1962.

Classes have been organized in these fields of study: accounting, economics, English, geography, history, political science, and psychology. Each course meets for 2½ hours on one night per week and runs for 15 weeks, concluding with a final examination. The courses carry academic credit of three semester hours, and arrangements can be made for transfer of credits to other colleges or universities.

All instructors appointed to teach in the afterhours program are professionally qualified employees of the Organization. Each instructor was selected and accredited for this purpose by the appropriate department head of the sponsoring university. Because the Organization has instructors from many academic fields, it is highly improbable that any outsiders need be used for regular instruction even if the program expands considerably. However, circumstances may arise making it desirable and feasible to invite outstanding authorities to participate as guest lecturers. Since instructors as well as students are affiliated with the Organization, it may be beneficial to introduce some academic flexibility.

Cost savings to the local university, because off-campus facilities are made available by the Organization, are passed on to participating employee-students in the form of reduced tuition fees. Normally, tuition fees are about one-third less than for the regular campus courses, although the scope and content of the courses are the same for the two programs.

All courses now being conducted are at the basic level. Undoubtedly later course offerings will include some at advanced levels. For the immediate future it appears that the second phase of each of the courses now offered is reasonably assured. Possibly, the second half of these beginning courses may be completed during the summer on an accelerated basis, so that some higher level courses for which the present ones are prerequisite may be given as early as the fall of 1962.

The present offerings of core subjects will go a long way toward meeting the requirements of an Associate in Arts, and are creditable toward baccalaureate degrees in any school, college, or division of the university. It is believed that sufficient interest will ultimately develop to permit offerings leading to a graduate level degree, possibly a Master of Arts in International Affairs. Numerous expressions of interest by Organization members qualified and experienced in teaching at the advanced level have been furnished the Registrar, Office of Training, and transmitted to university officials for their consideration.

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However, the key factor is not one of teaching qualifications but one of student interest and participation; the successful continuation of this new program depends upon a body of students who seize this opportunity for self-improvement and follow through to attainment of a meaningful academic goal.

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FASTER COMPUTERS PREDICTED

The following information on future possibilities in computers is quoted from a recent newspaper article.

At a news conference held by the American Institute of Electrical Engineers, it was predicted that gigacycle computers may be developed within the next few years. These computers, it was reported, will operate a thousand times faster than the best computers of today. They will be tiny and more economical. They will enable specialists to tackle problems that cannot now be solved—problems in weather analysis, for example, or the design of computers that can read handwriting.

Today's fastest computers work at megacycle speed—about a million cycles a second. They can perform a step in a computation in about two- or three-millionths of a second.

The new devices will operate at gigacycle speeds of about a billion cycles a second. These will perform a step in two- or three-billionths of a second (a billionth of a second is a nanosecond). The result will be a computer a thousand times as fast as today's best. Research sponsored by the Navy Bureau of Ships since 1957 under Project Lightning has demonstrated the practicability of gigacycle computers. A number of major electronics companies have made contributions in the field.

Gigacycle computers must be very small. In a nanosecond, an electrical impulse in a gigacycle computer circuit travels from six to ten inches at about half the speed of light. The speed of light is 186,300 miles a second. Thus the whole gigacycle computer (less power supply, memory, or refrigeration if that is necessary) must be contained in a box whose maximum dimension does not much exceed six inches. This factor alone would produce tremendous economies in computer construction. A device to fit in a desk drawer might be built. Present megacycle computers are very large devices for which a building must often be erected.

Since gigacycle computers will be faster than present big computers by a factor of about 1,000, they can use fewer components to do a particular job. Today components for gigacycle computers cost much more than components for conventional computers but the cost certainly will come down. A computer expert predicted that the first gigacycle computer would probably be built in late 1963. It will use transistorlike components called tunnel diodes. Later, perhaps in 1965, superconducting cryotrons that operate at close to absolute zero—about 450 degrees below zero on the Fahrenheit scale—will be constructed. Eventual comparison between these two types of gigacycle computers will hinge upon further technological developments.

SAFE DRIVING BOOKLET AVAILABLE

The Office of Logistics has obtained copies of the July 1961 edition of a booklet entitled "The Driver," published by the General Services Administration for personnel who drive motor vehicles on Government business. It explains the principles of "defensive driving" and emphasizes the responsibility of drivers for traffic safety. The booklet is of interest to all personnel concerned with the operation and management of motor vehicles and is a valuable training tool for both full- and part-time drivers.

The booklet is Organization sterile, and the Office of Logistics will furnish copies upon request.

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